

## ROUTING AND RECORD SHEET



SUBJECT: (Optional)

Transactional Task Force

FROM

EXA/DDA  
7D24 Hqs

EXTENSION

NO.

DDA 88-2626

DATE

22 December 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.   
C/Protocol Branch

2.

3.

4.

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11.

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13.

14.

15.

Attached is a spreadsheet item from the Transactional Task Force effort left to me by . It is tickled for a January deadline. Could you please advise me of what has transpired on this.

Thanks DDA REGISTRY  
FILE: 20-1ORIG: EXA/DDA 

Distribution:

Original - Addressee w/att

1 - DDA Subject w/att

1 - DDA Chrono wo/att

1 - EXA Chrono w/att

1 - Task Force File w/att

O &amp; M - 33 - AR

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<u>OFFICE</u>	<u>ISSUE</u>	<u>REQ COORD</u>	<u>TIME FRAME FOR COMPLETION</u>			
		<u>WITH</u>	<u>MAY - JULY</u>	<u>AUG - OCT</u>	<u>NOV - JAN</u>	<u>FEB - APR</u>
<u>DA/PROTOCOL</u>	- For employees with only Agency experience, coordinate the arrival (and presentation) of the length of service certificates and pins.				X	

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